

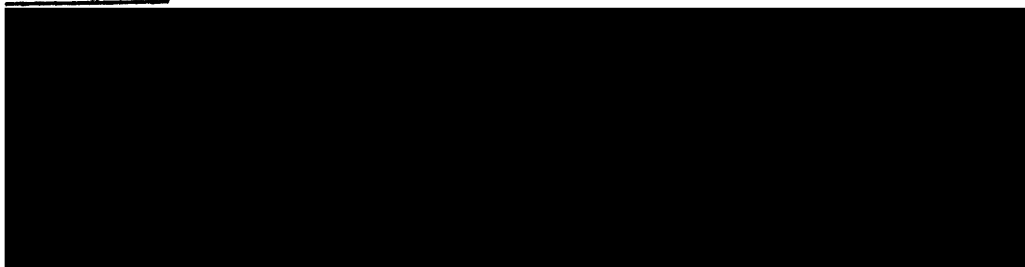
Report for Week Ending 29 January 1958
from
FORMS MANAGEMENT BRANCH

1. Contribution

a. Tangible

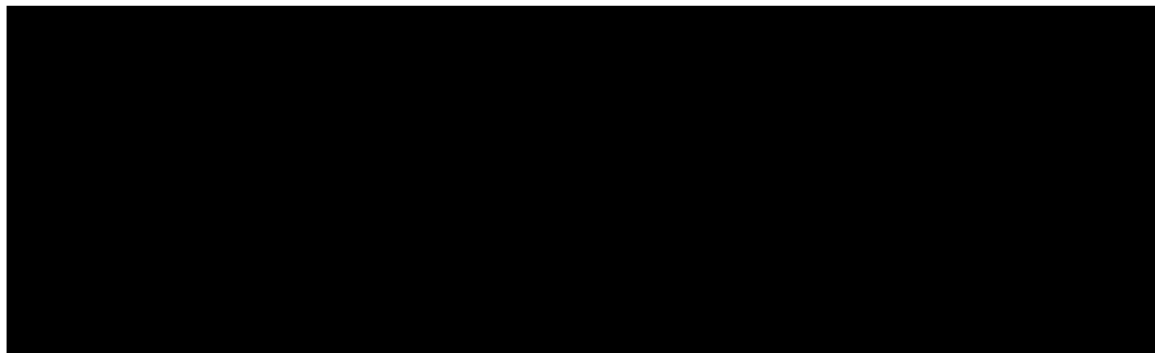
- (1) Completed 30 actions requiring the printing of 314,700 copies, or sets of blank forms. This represents an increase of 4 actions and a decrease of 40,060 copies compared to last week.
- (2) Twelve new and four revised forms were approved.

b. Intangible

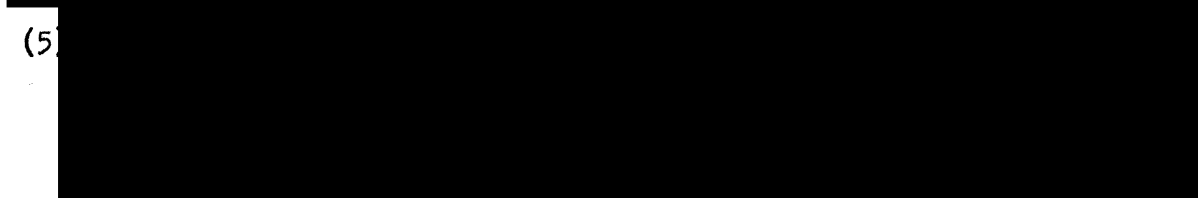


25X1A9a

- (2) Tests will be conducted with the Cable Secretariat on the material samples received from the printing contractor on Form 1k, 1k-1, and 1k2.



25X1A9a



- (5) [Redacted]
- (6) A contract for printing the 6-part Dispatch Forms (53 and 53a) will be awarded to [Redacted] Inc., today. Material
- (7) tests of the Ditto Master Sets are still continuing. A compatible Information Report Format has been developed for and is being coordinated with the Department of the Army.

25X1A5a1

~~CONFIDENTIAL~~

25X1A6a

- (8). Proposal of the [REDACTED] that a "Multiplex Dispatch Form Set", be developed was evaluated and turned down. It offered no advantages over the forms now on order.

- (9) Completed an initial analyses of Information Report copy requirements for Field Stations and Headquarters (Forms 1b and 1c). Tentative recommendations are being developed which may result in reduced copy requirements. Tests of [REDACTED] and an ozalid master for use in these sets are being conducted simultaneously.

25X1A5a1

25X1A9a

- (10) Mr. [REDACTED] and I discussed Forms and Records Management with Miss [REDACTED] Chief, Forms Management Division, NSA.

25X1A9a

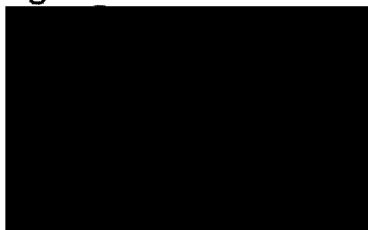
25X1A5a1

(11) [REDACTED]

2. Assignments - Active

- (1) Twenty new and fifteen revised forms are pending.
(2) Two Employee Suggestions are being evaluated.

25X1A9a



~~CONFIDENTIAL~~